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As Of 11/05/07

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# Santa Cruz County Sheriff's Office

## Our Mission

**Our mission is to be united with local communities to make Santa Cruz County a place where all people can live safely.**

## Our Vision

**The Santa Cruz County Sheriff's Office has a tradition of excellence in the protection of our communities. We are committed to the highest levels of professionalism, innovation, readiness and responsiveness in our police and corrections responsibilities. We protect the life, property, and rights of all people in Santa Cruz County in a fair and impartial manner.**

## Our Core Values

- **We are committed to high ethical standards, both in our professional and personal lives.**
- **We take action, even at personal risk, to protect the community through dedication and teamwork.**
- **We will adapt to meet the changing public safety needs and value input from the community to help shape our law enforcement strategies and responses.**
- **We treat everyone with dignity and respect.**
- **We take pride in our law enforcement profession and are proactive in attacking criminal activity and maintaining order.**

1-31-08

Dated

Steve Robbins

Steve Robbins  
Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: A.02  
Date: 06/13/07

### **SUBJECT: AUTHORITY, ORGANIZATION AND STRUCTURE**

- I. History
- II. Administrative Authority
- III. Administrative Chain of Command
- IV. Organizational Chart
- V. Duties and Responsibilities of Personnel
- VI. Employee Responsibility

### **POLICY**

It shall be the policy of this Office to set forth the administrative authority of the Sheriff and the Office organization and structure.

### **PURPOSE**

To provide for a structure and a chain of command for this Office.

### **PROCEDURE**

- I. History
  - A. The Office of Sheriff is, with the exception of kingship, the oldest secular office known to English-speaking people. It most likely had its origin in the 9th and 10th century laws of Anglo-Saxon England. In North America, the office was first instituted in 1634 along with the founding of the first Virginia colonies.
  - B. The Office of Sheriff in Santa Cruz County was created on April 4, 1850 when Francisco Alzina took office. In 1953, the Sheriff was designated Marshal and in 1961 Coroner responsibilities were added.

## II. Administrative Authority

- A. The Sheriff, as empowered by the California State Constitution, is the chief law enforcement officer of a county and, as such, has concurrent jurisdiction with other law enforcement jurisdictions. In California the authority for the Sheriff is found in the California State Constitution and nearly every code, including the Government Code, Civil Code or Penal Code.
- B. The Sheriff-Coroner is the chief administrator and executive of the Sheriff-Coroner's Office in addition to being an officer of the court. He has the final responsibility of determining office policy and discharging those duties imposed on him by law. Organizational changes must be approved by the Sheriff-Coroner before they are implemented, while all sworn personnel are Deputy Sheriffs regardless of rank. The mission of the Office is carried out through Chief Deputies of bureaus who also act in an advisory capacity.

## III. Administrative Chain of Command

- A. The Chief Deputies are listed for purposes of administrative control. In the absence of the Sheriff-Coroner, or other designation, they will assume responsibility for the Sheriff-Coroner's Office in its entirety in the order shown.
  - 1. Chief Deputy (Operations)
  - 2. Chief Deputy (Administration)
  - 3. Chief Deputy (Detention)

## IV. Organizational Chart

- A. Sheriff's Office (Attachment A)
- B. Operations Bureau (Attachment B)
- C. Administration Bureau (Attachment C)
- D. Detention Bureau (Attachment D)

## V. Duties and Responsibilities of Personnel

- A. The Sheriff's Office will be staffed by a hierarchy of individuals to provide direction, supervision, evaluation and the means to accomplish goals and objectives.
1. SHERIFF-CORONER is the Chief Administrator and Executive Officer of the Sheriff's Office. He has final responsibility for determining office policies together with full responsibility for the complete discharge of duties imposed on him by law. The Sheriff-Coroner governs and oversees all Office activities.
  2. SHERIFF'S CHIEF DEPUTY is an Assistant Sheriff who, as a member of Executive Management, controls, organizes and directs all activities within major organizational bureaus of the Sheriff's Office. Their responsibilities include acting as the Sheriff-Coroner, when necessary.
  3. SHERIFF'S LIEUTENANT acts as an administrator and supervisor, overseeing law enforcement and support functions within a division, supervising personnel and developing and organizing Sheriff's Office programs.
  4. SHERIFF'S SERGEANT supervises personnel engaged in all aspects of law enforcement activities, including crime prevention and detection, detention, personnel & training, recruiting and hiring, professional standards and conduct, court security and coroner functions.
  5. DEPUTY SHERIFF performs law enforcement, crime prevention and crime detection activities, serves civil papers, performs coroner functions, acts as a bailiff and performs other duties to protect and serve the public.
  6. CORRECTIONAL SERGEANT, under direction, supervises the activities of staff in a correctional facility, insures inmate safety and security, coordinates inmate programs, assists a lieutenant in managing a detention facility and performs other work as required.
  7. SUPERVISING CORRECTIONAL OFFICER supervises, trains, evaluates and participates in the work of booking, guarding, transporting and releasing inmates in the county detention facilities, as well as insuring the security and safety of the inmates.
  8. CORRECTIONAL OFFICER participates in the work of booking, guarding, transporting and releasing inmates in county detention facilities as well as insuring the security and safety of the inmates.

9. NON-SWORN PERSONNEL employees in the Sheriff's Office include, but not limited to:

- a. Account Clerk II
- b. Accounting Technician
- c. Administrative Aide
- d. Administrative Services Manager
- e. Civil Process Supervisor
- f. Clerical Supervisor
- g. Community Service Officer
- h. Cook
- i. Departmental Administrative Analyst
- j. Departmental Information Systems Analyst
- k. Departmental Systems Coordinator
- l. Division Secretary
- m. Food Services Manager
- n. Forensic Pathologist
- o. Forensic Autopsy Technician
- p. Head Cook
- q. Latent Fingerprint Examiner
- r. Personnel/Payroll Clerk
- s. Program Coordinator
- t. Property Clerk
- u. Secretary
- v. Senior Accounting Technician
- w. Senior Departmental Administrative Analyst
- x. Sheriff's Security Officer
- y. Sheriff's Administrative Secretary
- z. Sheriff's Records Clerk
- aa. Supervising Clerk I
- bb. Supervising Clerk II
- cc. Typist Clerk II
- dd. Typist Clerk III

10. These positions provide a wide range of support services to those listed as sworn personnel in order that the goals and activities of the Sheriff's Office can be maintained. Refer to the Personnel Department's job descriptions for detailed duties of these positions.

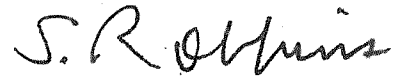
VI. Employee Responsibility

- A. Each employee is responsible to know the organization and structure of the Sheriff's Office, the responsibilities of various employees of the Office



and, upon issuance of a policy manual, shall sign a receipt and review the contents thereof.

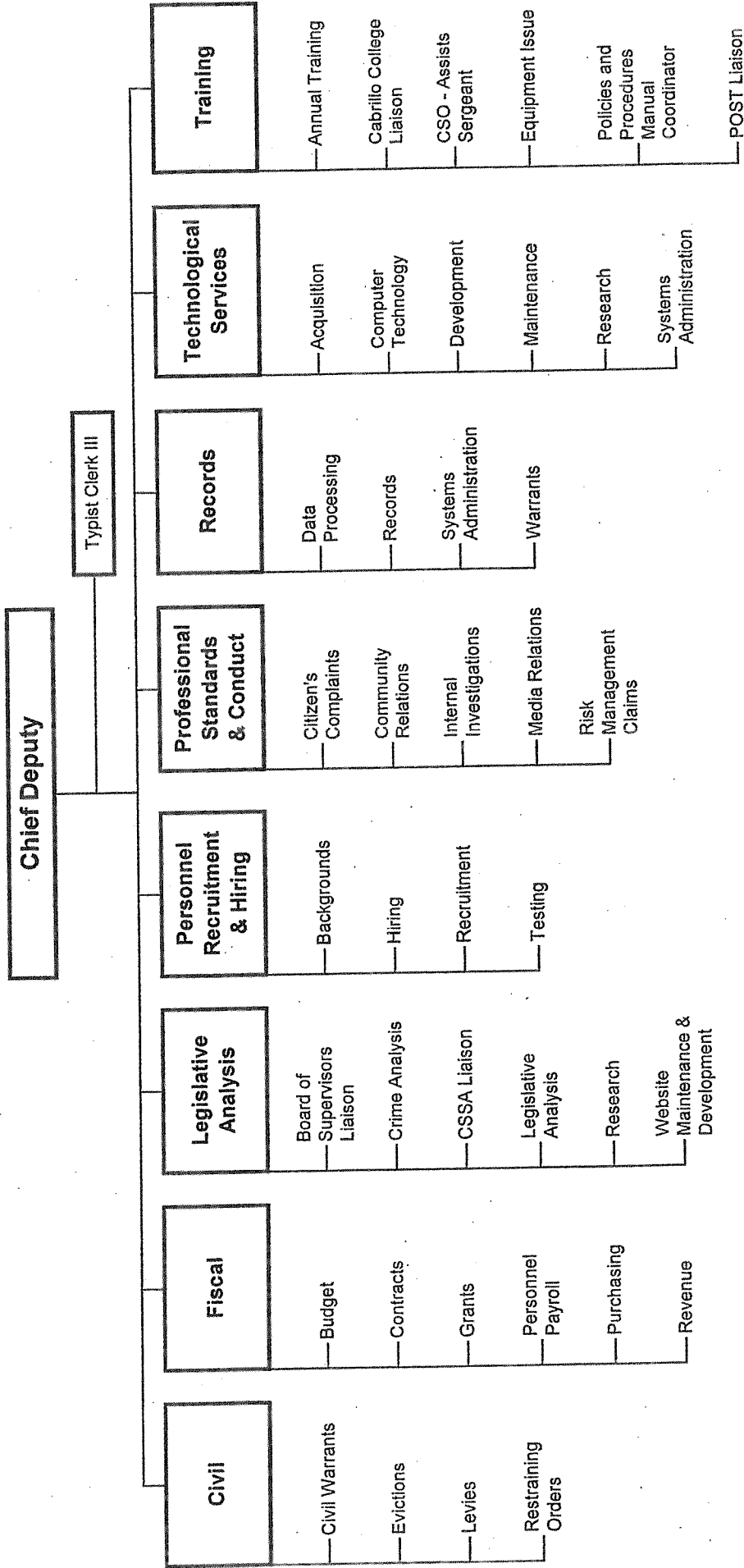
- B. Each employee will be responsible for knowing and adhering to all provisions contained in the Santa Cruz County Sheriff's Office Policy Manual.
- C. Each employee is required to maintain their own copy of the manual in good, usable condition and the contents in up-to-date current status.
- D. In addition to the Sheriff's Office Policy and Procedures, all Sheriff's Office employees are bound by the policies, rules and regulations set forth by the County of Santa Cruz including, but not limited to, County Personnel Regulations, Personnel Administrative Manual and County Policy and Procedures Manual. This information is available via the County Intranet site under "resources" Policies and Procedures.



STEVE ROBBINS, Sheriff-Coroner

\*See Organizational Charts Attached – Obtain Copies in Excel\*

# Santa Cruz County Sheriff's Office ADMINISTRATION BUREAU



# Santa Cruz County Sheriff's Office

